

We are currently accepting applications for the following positions:

Internal Positions:

Applicants must address each required qualification listed in the vacancy announcement with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

Vacancy Announcement No. / Position Title

Bangkok

[FSN#2016/17 / Electric Foreman](#)

USAID

[FSN# 2016/76 / Administrative Assistant](#)

U.S. Mission Bangkok

Vacancy Announcement Number: FSN#2016/17

“This is a re-advertisement of announcement from August 28, 2015 (FSN#2015/78).

Applications previously received will also be considered.”

OPEN TO: Current Employees of the Mission - All Agencies and/or
U.S. Citizen Eligible Family Members (USEFMs),
Eligible Family Members (EFMs), or
Declared Members of Household (MOHs) - All Agencies

The “Open To” category listed above refers to candidates who are eligible to apply for this position. The “Open To” category should not be confused with a “hiring preference” which is explained later in this vacancy announcement.

POSITION: Electric Foreman

OPENING DATE: May 13, 2016

CLOSING DATE: June 9, 2016

WORK HOURS: Full-time 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-6 THB 362,706 p.a.
Not-Ordinarily Resident (NOR): FP-8*
*Final grade/step for NORs will be determined by Washington.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Bangkok is seeking eligible and qualified applicants for the position of Electric Foreman.

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

BASIC FUNCTION OF POSITION

The incumbent serves as the electrician foreman for Chancery to install, maintain and repair overall electrical system, equipment, appliances and extensive range of large and small electromagnetic equipment for Chancery. Technically supervises and directs two electricians to perform duties involved in installation, renovation, modification, preventive maintenance & repair, rebuilding of machines, equipment, components and control devices associated with electrical system and equipment including switchgear, Automatic Transfer Switch (ATS), Uninterrupted Power System (UPS), fire alarm, electrical panel, motor control center, transformer for Chancery. The incumbent receives supervision from Maintenance Supervisor.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. EDUCATION:** Completion of technical school related with electrical installation, maintenance and repair is required.

2. **EXPERIENCE:** At least three years direct experience in maintenance, repair and installation of electrical system, plus six months experience in supervisory level in the same trade is required.
3. **LANGUAGE:** Level II (Limited Knowledge) speaking/reading/writing in Thai and English is required. You are required to pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office, or submit a copy of valid TOEIC score of at least 400. (This will be tested.)
4. **SKILLS AND ABILITIES:**
 - Ability to operate various hand tools, power equipment, and instruments to track, record, troubleshoot and fine tune electrical work, i.e., LUX meter, Scope, power analysis, etc.
 - Ability to know how to use computerized BAS control, to change the basic setting value and parameter. This shall include the ability to use basic computer task.
 - Ability to drive car and forklift and possess a valid Thai driver's license (a copy of Thai driver's license is required with application).

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office at bkkrecruitment@state.gov or call 02-205-4463.

HIRING PREFERENCE SELECTION PROCESS: When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP**

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold the following: local security certification and medical clearance.

5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least nine months remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above);
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, TOEIC, sponsor's order, visa and residency permits etc.) Failure to do so may result in a determination that the applicant is not qualified.

WHERE TO APPLY:

Regional Human Resources Office: Talent Recruitment and Staffing Unit
E-mail Address: bkkrecruitment@state.gov

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix (DEFINITIONS)

Eligible Family Member (EFM): An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**

- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; **or**
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

USAID

FSN# 2016/76

Administrative Assistant

OPEN TO: Internal Candidates Only

POSITION: Administrative Assistant

OPENING DATE: May 13, 2016

CLOSING DATE: June 9, 2016

WORK HOURS: Full-time; 40 hours/week

POSITION GRADE: FSN-7

SALARY: ₱480,033 per annum (Starting salary)

APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Assistant in the U.S. Agency for International Development/Regional Development Mission for Asia (USAID/RDMA), located at Athenee Tower, Wireless Road, Bangkok.

JOB SUMMARY:

The position is a Training Administrative Assistant for Asia Regional Training Center (ARTC). The incumbent will oversee all aspects of participant tracking and roster management, coordinate printing/productions of training materials, and act as a point-of-contact for all invoicing for printed materials, catering and course procurement. The incumbent will likely be the first point of contact for the hundreds of students, visitors, and trainers who arrive to the center for training on an annual basis. The incumbent is responsible assisting visitors and students, such as greeting and directing, assisting with registering/checking in students, providing guidance on where to find classrooms and responding to inquiries ranging from lunch locations to tourism sites to how to dial long distance. He/she also serves as customer service representative for the training facility, answering the phone, resolving issues/questions when possible, and directing inquiries appropriately.

MAJOR RESPONSIBILITIES:

I. TRAINING ADMINISTRATIVE SUPPORT: 80%

The incumbent will manage all aspects of participant tracking for every training course and event at ARTC (estimated at 125-150 events per year), all of which require a significant amount of email and telephone correspondence. Primary responsibility includes the following:

- Approving training participants' Electronic Country Clearance requests,
- Ensuring participant's travel details are being recorded in a separate database for each event,
- Arranging Embassy access, if requested,
- Preparing/submitting building access lists, and
- Updating student rosters, post-training.

Incumbent will act as the primary point of contact and Subject Matter Expert (SME) for the web-based Learning Management System (LMS), which is administered by USAID/W. He/she will manage participant rosters, to include approving registration and waitlist requests, responding to and resolving inquiries related to registration and user profiles, monitoring class sizes, and updating participant transcripts upon course completion. Incumbent ensures that training events and related information are easily accessible to employees via LMS or other methods as required. Tracks registration on the LMS to monitor attendees and ensures wait-listed participants are provided a seat when late cancellations occur. Ensures that attendance is at or near the maximum level and works closely with the Training Coordinator to solicit participants when attendance is low, including posting course announcements throughout the ARTC.

Coordinate with course organizers and local print shop for reproduction of course materials. This includes providing information to course organizers regarding cost, options or special requests. Incumbent must carefully review soft files and printing instructions, translating the instructions into Thai for the vendor in most cases. Incumbent is required to check quality and accuracy of all sample course materials from the print shop before approving mass reproduction, communicating any required revisions, and reviewing all materials upon final order completion.

When not being reproduced in Bangkok, incumbent will coordinate delivery of materials with course organizer and assist with any shipping or customs questions. Incumbent is also responsible for appropriate, organized storage of all materials until course commencement.

The incumbent is responsible for ensuring all ARTC resources are consistently updated. This includes a facility logistics guide and Frequently Asked Questions (FAQ) as well as several Standard Operation Procedure (SOP) manuals, Embassy and emergency phone numbers, such as, hospitals, police and tourist information. He/she will also assist in the organizing and/or printing of training certificates.

The incumbent will greet visitors, direct them to the appropriate classroom and provide instructions for check-in. Incumbent will serve as a telephone operator of the training facility and will respond to all phone inquiries, directing callers to the appropriate office or person, taking messages, or resolving basic questions within the scope of the incumbent's duties. The incumbent will assist participants with general inquiries such as the following:

- Request for taxi service or BTS Sky Train information,
- Locations for lunch or dinner, including making reservations for group lunches or dinners,
- Instructions for visiting other RDMA offices or the Embassy,
- Flight information,
- How to make a phone call, and
- How to mail material or boxes.

Incumbent will ensure check-in and check-out procedures are completed for all instructors. Also ensure that all classrooms have been set up properly with appropriate stationary and that all equipment is in good working order upon class completion. He/she will open training events by providing briefings on the ARTC, Bangkok, events, issues and security as well as providing information on points of contact within the training center and USAID/RDMA Mission as needed.

The incumbent acts as a Point of Contact for vendors, course instructors, USAID/W and local offices, often acting as a liaison between all of them, and relaying information to other ARTC staff. When requested, incumbent will arrange transportation and provide offsite coordination and/or facilitation, such as, with training-related site visits.

The incumbent will provide both instructors and participants basic IT support and troubleshooting, primarily in regards to audiovisual (A/V) equipment malfunctions, email access, and Wi-Fi support. He/she will submit IT HelpDesk tickets accordingly and coordinate with HelpDesk colleagues when a higher level of technical support is required. He/she will also work closely with the HelpDesk to identify additional IT or A/V needs for ARTC, such as, required maintenance of equipment as well as additional equipment purchases.

The incumbent will provide additional administrative and secretarial support as needed and will provide back-up and additional assistance to other ARTC team members when needed. This may include assisting with classroom setup, inventory and reporting, and other duties as requested.

II. SECRETARIAL FUNCTIONS:

20%

Coordinate all print shops and catering invoices as well as payment between course organizer and RDMA offices of procurement and finance to ensure timely payment. Follow-up with course organizers on unpaid invoices. Generate procurement requests for materials or catering funded by ARTC. Assist in source selection and proposal development when acquiring a new service or product such as local delivery of training and additional print shop vendors.

QUALIFICATIONS REQUIRED AND SELECTION CRITERIA:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information.

(1) Education: Two years of secretarial college, vocational college, or commercial college is required.

(2) Experience (15 points): Three years of progressively responsible experience in the field of administrative management with multinational company or international organization is required.

(3) Language: Level IV speaking/reading and writing English and Thai are required.

(4) Knowledge (20 points): Thorough knowledge of standard office procedures and customer service practices are required. Basic familiarization with U.S. Government (USG) policies/procedures, with Thai Government organizations, and non-governmental organizations. Familiarization with USG procurement process is required.

(5) Skills and Abilities (65 points):

The incumbent must possess strong skills in the following: oral and written communications, effective team working and team building, customer service, multitasking and prioritizing. Must be able to prioritize tasks and respond to multiple and divergent inquiries. Demonstrate ability to obtain knowledge in using A/V, VDO teleconference and ARTC A/V equipment. Must be proficient in using computer and office software such as MS Word, Excel, Power Point, e-mail and computer savvy, able to learn the use of new programs related to the job quickly.

SELECTION PROCESS:

Applications will be initially screened and scored for eligibility in accordance with the required qualifications and points mentioned above. To be considered for candidacy, applicants must address each criterion in their application as to how they meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification will be given a recruitment test. The recruitment test and interview will be structured around the selection criteria above. Applicants with passing marks from recruitment test and with a valid TOEIC score of 855 or above will be invited for an interview. Recruitment test and interview will be conducted in USAID/RDMA Bangkok, Thailand. USAID/RDMA will screen for nepotism/conflict of interest in determining successful candidacy. Reference checks will be conducted once the applicant pool is narrowed down to the top candidate(s). Only shortlisted candidates for final interview will be notified of the selection result. Internal candidates must have successfully completed a one year probationary period of employment before being eligible to apply.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: June 9, 2016
